

(These minutes are not approved until the next Commission meeting.)

City of West Branch Planning & Zoning Commission Meeting

March 22, 2016

West Branch City Council Chambers, 110 North Poplar Street

Chairperson John Fuller opened the meeting of the Planning & Zoning Commission at 7:00 p.m. welcoming the audience and following City Staff; Zoning Administrator Paul Stagg and City Administrator Matt Muckler. Commission Members, Ryan Bowers, Liz Seiberling, Sally Peck and Gary Slach. Absent: LeeAnn Aspelmeier and Clara Oleson.

Approve minutes from the February 23, 2016 Planning and Zoning Commission Meeting./Move to action.

Minutes from the February 23, 2016 Planning & Zoning Meeting were not available for approval at this meeting. Motion postponed.

Rev. Alexis Johnson – West Branch United Methodist Church Accessibility Project

Rev. Johnson presented the church's plan for an addition that will house an elevator and improvements to the outside stairs to the building which includes additional handrails and lighting. Johnson explained that the reason for the improvements is that the church hosts many community events and they would like to make the church accessible for everyone. Johnson informed the commission that they would be seeking a rezoning request from R-3 to CB-1. She also informed that they would be presenting their full plans at the April 12, 2016 Planning & Zoning meeting.

Public Hearing on the matter of a re-zoning of the following described parcels located in the Meadows Subdivision: Portions of Auditor Parcel G. Rezoning Parcel #1: R-1 to RB-1, Rezoning Parcel #2: R-1 to R-2, and Rezoning Parcel #3: R-1 to RB-1

DESCRIPTION - REZONING TRACT #1 (R-1 TO RB-1) - Beginning at the Southwest Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N01°19'13"W, along the West Line of said Auditor Parcel "G", 755.33 feet; Thence N88°40'47"E, 157.95 feet; Thence S81°06'34"E, 108.86 feet; Thence S74°08'16"E, 365.98 feet; thence S57°30'03"E, 273.91 feet; Thence S02°51'42"E, 452.25 feet, to a Point on the South Line of said Auditor Parcel G; Thence S87°06'47"W, along said South Line, 854.78 feet, to the Point of Beginning. Said Rezoning Tract contains 12.77 Acres (556,235 square feet), and is subject to easements and restrictions of record.

DESCRIPTION - REZONING TRACT #2 (R-1 TO R-2) - Commencing at the Northeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence S86°46'30"W, along the North Line of said Auditor Parcel "G", 491.76 feet; Thence S03°13'30"E, 346.74 feet, to the POINT OF BEGINNING; Thence S19°24'18"E, 144.18 feet; thence Southwesterly, 163.12 feet, along a 980.00 foot radius curve, concave Southeasterly, whose 162.93 foot chord bears S65°49'36"W; Thence S61°03'30"W, 1.70 feet; Thence Northwesterly, 39.27 feet, along a 25.00 foot radius curve, concave Northeasterly, whose 35.36 foot chord bears N73°56'30"W; thence S61°03'30"W, 60.00 feet; thence S28°56'30"E, 17.22 feet; Thence S61°03'30"W, 197.17 feet; thence N32°15'55"W, 241.50 feet; thence N61°03'30"E, 271.17 feet; Thence S28°56'30"E, 23.66 feet; Thence N61°03'30"E, 68.43 feet; Thence S88°48'26"E, 80.24 feet; Thence S15°39'23"E, 32.45 feet; Thence N77°42'45"E, 86.21 feet, to the POINT OF BEGINNING. Said Rezoning Tract #2 contains 2.34 Acres (101,904 square feet), and is subject to easements and restrictions of record.

DESCRIPTION - REZONING TRACT #3 (R-1 TO RB-1) - Commencing at the Southeast Corner of Auditor Parcel "G", in accordance with the Plat thereof recorded in Plat Book I, at Page 103 of the Records of the Cedar County Recorder's Office; Thence N00°40'57"E, along the East Line of said Auditor Parcel "G", 46.71 feet; Thence S87°07'22"W, along said East Line, 350.51 feet, to the POINT OF BEGINNING; Thence continuing S87°07'22"W, 113.67 feet; Thence Northwesterly, 40.82 feet along a 25.00 foot radius curve, concave Northeasterly, whose 36.44 foot chord bears N46°05'56"W; Thence N00°40'47"E, 233.75 feet; Thence S89°19'13"E, 140.00 feet, to a Point on the East Line of said Auditor Parcel "G"; Thence S00°40'47"W, along said East Line, 251.65 feet, to the Point of Beginning. Said Rezoning Tract #3 contains 0.82 Acre (35,685 square feet), and is subject to easements and restrictions of record.

Public Hearing opened at 7:15 p.m. Chris Kofoed of the Meadows Subdivision summarized plans for the rezoning requests for tracts 1, 2 and 3. Tract 1 & 3 would go from R-1 to RB-1, which would allow for commercial with residential buildings and Tract 2 (R-1 to R-2) would allow for development of 6 lots to be zoned for two family homes to offer more affordable options. Peck raised concerns of spot zoning within the development and drawing business out of the downtown area. Mayor Laughlin said the City is focused on growing West Branch and that they support all of West Branch's business efforts. Public Hearing closed at 7:33 p.m.

Approve a recommendation to the City Council for the rezoning of the following described parcels located in the Meadows Subdivision: Portions of Auditor Parcel G. Rezoning Parcel #1: R-1 to RB-1, Rezoning Parcel #2: R-1 to R-2, and Rezoning Parcel #3: R-1 to RB-1./Move to action.

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Motion by Bowers, second by Slach to accept all areas of rezoning. AYES: Bowers, Slach. NAYS: Peck, Fuller, Seiblering. Absent: Aspelmeier and Oleson. Motion failed.

Fuller amended the motion to accept tract 2 only (R-1 to R-2), and table the request for tract 1 & 3 for more discussion.

Motion by Fuller, second by Seiberling. AYES: Fuller, Seiberling, Bowers, Peck, Slach. Absent: Aspelmeier and Oleson. Motion carried.

Discussion on Meadows Subdivision Phase 2 Preliminary Plat

Kofoed described plans for Phase 2 which includes 22 residential lots. Sixteen of those lots will be used for R-1, single family homes and six lots would be changed to R-2 two family homes. This area will extend Sullivan Street to connect with Ridge View Drive. Kofoed said the preliminary plat would be forth coming.

Discussion on Update to the West Branch Comprehensive Plan

Fuller shared information about his research on affordable housing. Bowers updated the commission that he is about 90% done with his assignment and is willing to do more.

Approve recommendation to the City Council to pursue adoption of a residential plot plan./Move to action.
This agenda item was postponed to a future meeting date.

CITY STAFF REPORTS

Zoning Administrator Paul Stagg – Intro to Planning & Zoning Workshop presented by Gary Taylor, Iowa State University Extension and Outreach
Stagg reminded the commission of the training and encouraged everyone to attend.

Zoning Administrator Paul Stagg – Lynch Heights Subdivision Update
Stagg informed the commission that the rezoning of Lynch Heights would be going in front of the Council on April 4, 2016. The preliminary plat and storm water proposal is being reviewed.

Zoning Administrator Paul Stagg – Rules of Procedure for Boards and Commissions
Stagg commented that the Council has previously adopted rules of procedure and that he would like the commission to consider the same. Stagg said the rules may be different than what the Council uses but that they could use them as a model for developing their own.

COMMENTS FROM CHAIR AND COMMISSION MEMBERS

Slach requested examples of site plans for review. Fuller requested that Stagg give a reminder on the Comp Plan review assignments at the next meeting.

Next Commission Meeting – April 12, 2016 at 7:30 p.m.

Adjourn

Fuller adjourned the Planning & Zoning meeting at 8:16 p.m.